



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*Tule River Tribal Members Only*

Opening Date: 1/21/2015

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Closing Date: 2/4/2015

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If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Records Clerk

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Department: Records

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Work Schedule: Monday- Friday 8:00AM- 5:00PM

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Wage Rate: Pay Range 8: \$11.26/Hr./ Overtime Eligible

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

**TITLE:** Records Clerk

**WORKSITE:** Tule River Administration Office  
340 N. Reservation Rd.  
Porterville, CA. 93257

## GENERAL DESCRIPTION

This position will support the Records Specialist in maintaining Tribal Membership files. These files will contain all pertinent information associated with the membership and those issues going before the Tribal Council; to include but not limited to: Enrollment, Land Assignment, Indian Certifications, Housing, and Indian Health Services.

## DUTIES & RESPONSIBILITIES:

1. Maintain membership files in accordance with written standard procedures.
2. Assist members with information requests associated with their membership file, retrieving and/or reviewing information, making copies.
3. Prepare IDs and badges for members and employees.
4. Extract membership files for Council upon request.
5. Assist the Enrollment Committee upon request.
6. Scan membership documents for archiving; disseminate scanned documents to appropriate file/folders.
7. Must be able to attend workshops and trainings to enhance office skills and knowledge pertinent to employment.
8. Perform other duties as assigned.

## QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must successfully complete a pre- employment drug/alcohol screen and background check.
3. Must have strong filing and alphabetizing skills.
4. Must have good communication and writing skills.
5. Knowledge and use of office machines, including scanning documents for archiving.
6. Must have knowledge of basic computer skills and programs (Microsoft Word, Excel, etc.)

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## WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, but will have to travel. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds.

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Position Reports to:	Records Specialist
Position Supervises:	None
Salary:	Pay Range 8: \$11.26/ Hr. Bi-Weekly/ Overtime Eligible
Hours:	Monday – Friday 8:00 a.m. - 5:00 p.m. (Hours May Vary)
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & (401)K.

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT